



Chinonso Emelike
Data Analyst

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CAREER OBJECTIVE

Focused student with knowledge of advertising communications, brand management, and broadcast media. Aiming to leverage my abilities to successfully fill the vacancy on your team. Frequently praised for communication by my peers. I can be relied upon to help your team achieve its goals. Results-oriented professional with experience in corporate sponsorship, creative services, and crisis communications. Frequently praised as proactive by peers. I can be relied upon to help your team achieve its goals.

SKILLS

- Page Layouts
- Adobe InDesign
- Data Communications
- Office Operations
- Microsoft Project
- Creative Solutions
- System Information
- Customer Inquiries
- Office Organization
- Advanced Excel Spreadsheet Functions
- Document Organization
- Social Perceptiveness
- Root Cause Analysis
- Customer Satisfaction
- Critical Thinking
- Web Applications
- Special Instructions
- Operational Efficiency
- Business Opportunity Development
- Database Updates
- Data Input
- Personnel Recruitment

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EXPERIENCE

DTP OPERATOR – Meridian Hospitals Ltd
Port Harcourt, Rivers, January 2023 - Present

- Adapted quickly to changes in technology related to DTP operations.
- Maintained records of all projects completed including software used, time spent on each project, and final results.
- Produced high-quality work consistently under pressure situations.

RESTAURANT SUPERVISOR – Menage Limited
Port Harcourt, Rivers, February 2013 - August 2014

- Managed day-to-day operations of the restaurant, including overseeing staff activities, ordering supplies, monitoring stock levels, maintaining records, and reconciling cash receipts.
- Resolved customer complaints promptly and professionally.
- Trained new employees in all aspects of restaurant operations, including cash handling procedures, food safety regulations, and customer service protocols.

EDUCATION

ADVANCED DEGREE IN QAQC, HRM, HSE I & II
– IAMPS
Rives, Jul 2023

- Relevant Coursework**
- Human Resource Management

- Awards & Honors**
- Quality Assurance Quality Control

BACHELOR OF SCIENCE (B.S) IN OFFICE AND INFORMATION MANAGEMENT
– Rivers State University
Rivers, Dec 2022

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CERTIFICATIONS

- Certificate in Office and Information Management
- Certificate from IAMPS

VOLUNTEER EXPERIENCE

DIRECTOR OF SOCIAL – National Association of Nigeria Students
Port Harcourt, Rivers, January 2021 - October 2023

Acted as an intermediary between the school management and the student internally, and then tackle the issues facing the student community against the government. I also embark on social experiments on how to improve the services of the public sectors (NPF, NDDC, Private Oil & Gas Sectors) and well being. I specifically held a Security submit in 2021 which particular sensitized the youths on how to cooperate with NPF, and also measures were given to improve effective policing in the society.

COMMUNITY SERVICE

FOUNDER – RehabFoundation
Port Harcourt, Rivers, February 2019 - Present

I am convinced that none should be condemned. I believe the actions of every individual is based on the level of their understanding, family and most importantly society disposition. I carried out a prison outreach where I don't only go to preach from the bible but also preach from common sense and positive energy.

AWARDS

- Meritorious Award RSU SUG 2017
- Best Cook NYSC Paikoro Camp 2022

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